

ADMINISTRATIVE ASSISTANT TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

This class encompasses a highly responsible administrative position in the police department, the primary duties of which include assisting the Police Chief in short and long-range planning of departmental programs and activities, in research and development of departmental policies and in preparing the departmental budget. The employee of this class writes reports and correspondence, and maintains records system. The incumbent works with a high level of independence, receiving only limited direct supervision. The Administrative Assistant to the Police Chief exercises supervisory authority over selected line support personnel. The incumbent in this class reports directly to and has work reviewed by the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to the class.

Assists in the management of the police department operations through performing a wide variety of specialized administrative and clerical tasks. Recommends management policies, goals, and objectives for the department. Determines how to organize assigned services of the department and delegates authority to subordinate personnel in order to optimize cost effectiveness. Conducts inspections of various services, and observes departmental operations. Evaluates the effectiveness of services and discusses evaluation with the appropriate individuals to correct or improve problem areas. Holds meetings with subordinates for the purpose of receiving reports or disseminating information.

Assists the Police Chief in the research and planning for assigned programs and activities of the department. Studies new state and federal laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Keeps informed on modern methods of police department work and any local conditions.

Manages accurate bookkeeping of all department accounts showing money and assets of all police department operations. Writes requests for grants or other special funds to aid in the operation of the police service. Gathers information to be used in compiling budgets. Reviews divisional operating budgets and prepares the

departmental operating budget. Authorizes expenditure of funds allocated for police department operation making sure that such expenditures are in accordance with the budget. Prepares expenditure estimates and signs purchase requisitions, vouchers for payment or related financial records. Meets with sales representatives to review products and make decisions on purchasing. Purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Orders supplies and equipment needed by the department and disburses such to police personnel as required.

Supervises department employees by assigning duty areas, work schedules and approving leave. Provides on-the-job training and assistance to subordinates in technical areas of work. Discusses employee work performance with subordinates and superiors. Supervises department employees by counseling employees who are experiencing work problems and by resolving employee complaints and grievances. Answers telephone inquiries about law enforcement operations. Supervises subordinates who receive information from complainants via phone or in person, complete offense forms and dispatch personnel to answer complaint. Oversees the labeling of collected evidence in order to protect the chain of possession.

Personally completes all forms, records and reports as required or assigned, including time, attendance and payroll records. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Compiles and analyzes data needed for reports. Writes letters in response to written or oral requests addressed to the police department. Provides for and ensures that accurate department records are maintained by determining what information should be included in department records and in what form this information should be kept. Supervises the preparation and maintenance of departmental records and reports by reviewing reports completed by subordinates and periodically inspecting systems and facilities for maintaining such.

Maintains department inventory of supplies and equipment. Supervises the general care, maintenance and use of departmental equipment such as communications systems or police units. Gets estimates on repair costs and determines which repair service should be used. Locates repair services and arranges for repairs and maintenance of all department buildings, property and equipment or delegates such to qualified department personnel. Inspects equipment or property after repairs to see that repairs were properly accomplished.

Serves as official department representative at any required meetings in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the police service. Promotes a positive public image of the work of the department in the daily performance of duties. Works with boards and agencies such as retirement boards, whose rules and operations affect the careers of police department employees.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have at least five(5) years of experience in police department work as a full-time member of a police department. Work experience must include the performance of administrative duties for a police department or a background in law enforcement.